AppleWorks 6

Instructional Module

Douglas County School District
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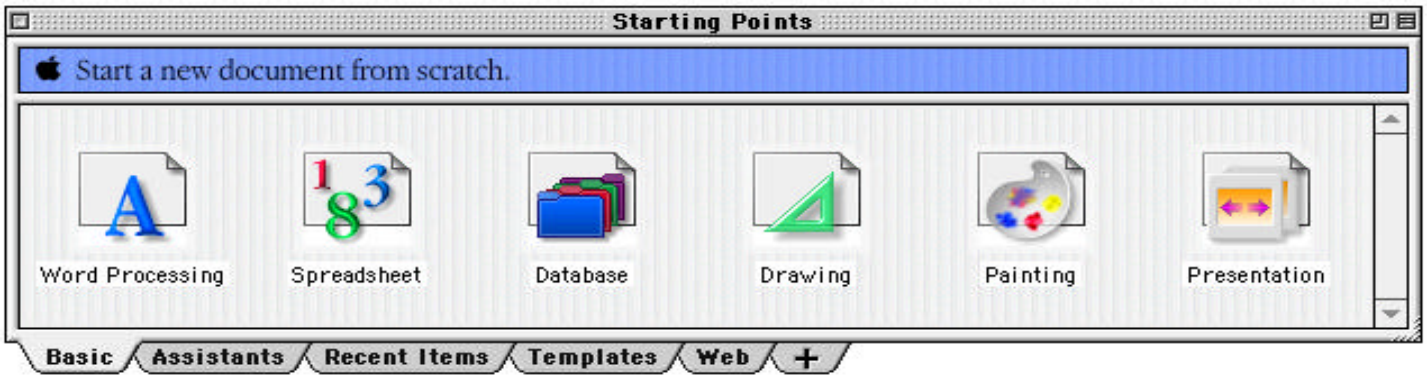
What's New in AppleWorks 6.0?

AppleWorks 6 has an updated look that's designed to match the look of Mac OS X. AppleWorks 6 is the first program that is *Carbon compatible* - ready to run when Mac OS X becomes available. Below are some of the new features that users should know about.



Starting Points

• The New Document startup window has been replaced with tabbed windows. The **Basic** tab is for creating new documents. The **Recent Items** tab is for opening recent documents.

• An **Assistant** (wizard) interviews you, screen by screen, to help you create a document that contains fancy, prefab formatting, such as business cards, envelopes, certificates, and so on.

• AppleWorks includes 36 document **Templates** - predesigned documents like letterheads, reports, postcards, brochures, and so on. Dozens more are available directly from Apple's web site by using the **Web** tab.

• The AppleWorks Newsletter under the **Web** tab is updated monthly by Apple with news and features about AppleWorks and its users.

• The + tab allows you to create your own tabs. For example, you can make one tab for your language arts documents and another for math documents.

• The **Presentation** module is new, providing slides that are like specialized Drawing documents. They are scaled to fit a 640 X 480 display with a menu of transitions.

Button Bar

• AppleWorks includes a customizable button bar for frequently performed functions. There are hundreds of buttons available offering shortcuts to many features divided into categories.

• The button bar can be moved from the top to one side or it can be hidden by choosing *Window - Hide Button Bar*.

Tools Window

• The Tools window appears automatically when you open most AppleWorks documents. When you are word processing, AppleWorks hides the Tools window until you click the toolbox icon at the bottom.

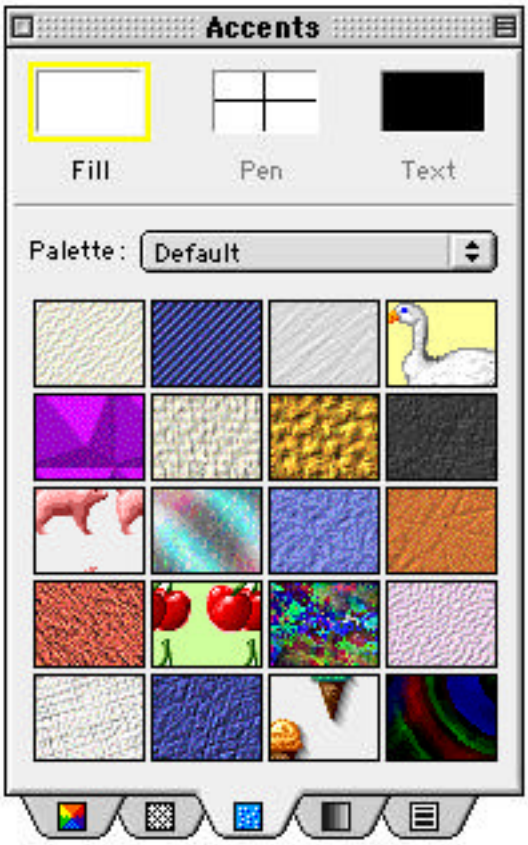
• Once it's on the screen, you have access to the most used AppleWorks Modules (Word Processing, Spreadsheet, Painting, Tables, and Drawing), Drawing Tools, Painting Tools, and the Accents Palettes.

• The Painting tools become available only when you are working with a Painting document.

• The Drawing tools and Accent Palettes are available in all documents.

• The Accent Palettes are also available separately by choosing them under the Window menu. The Tools Window allows limited access to colors, patterns, wallpaper, gradients, lines, and arrows. You can apply these to fill, pen, and text.

Accents



• The **Accents** window lets you fine-tune the look and color of drawing objects. You can change its *fill* settings, *pen* (line) settings, and *text* colors.

• The bottom portion of the Accents window has five tabs for Color, Patterns, Wallpaper, Gradients, and Lines. The Wallpaper tab is selected here.

• Each tab now includes palettes to provide many more choices. For example, the Colors tab includes palettes for Earth tones, Pastels, and Gray scale. You are limited to two palettes per document.

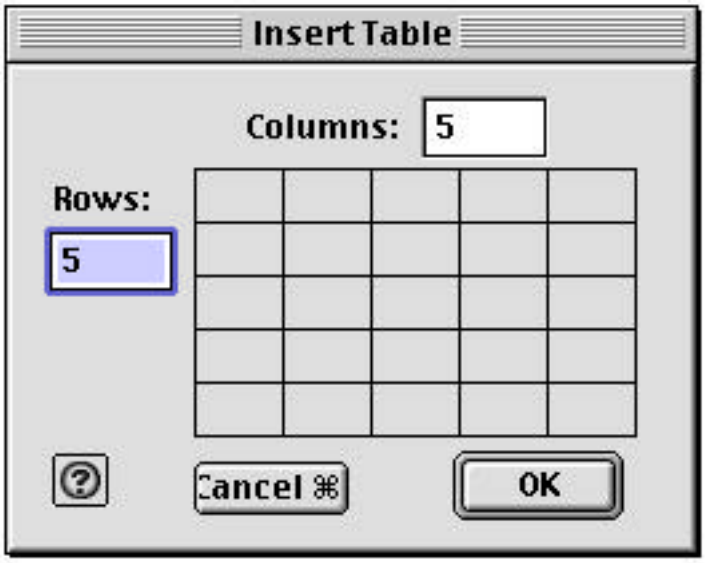
• The Accents window opens automatically with drawing documents and is available under the **Window** menu for other modules.

Tables

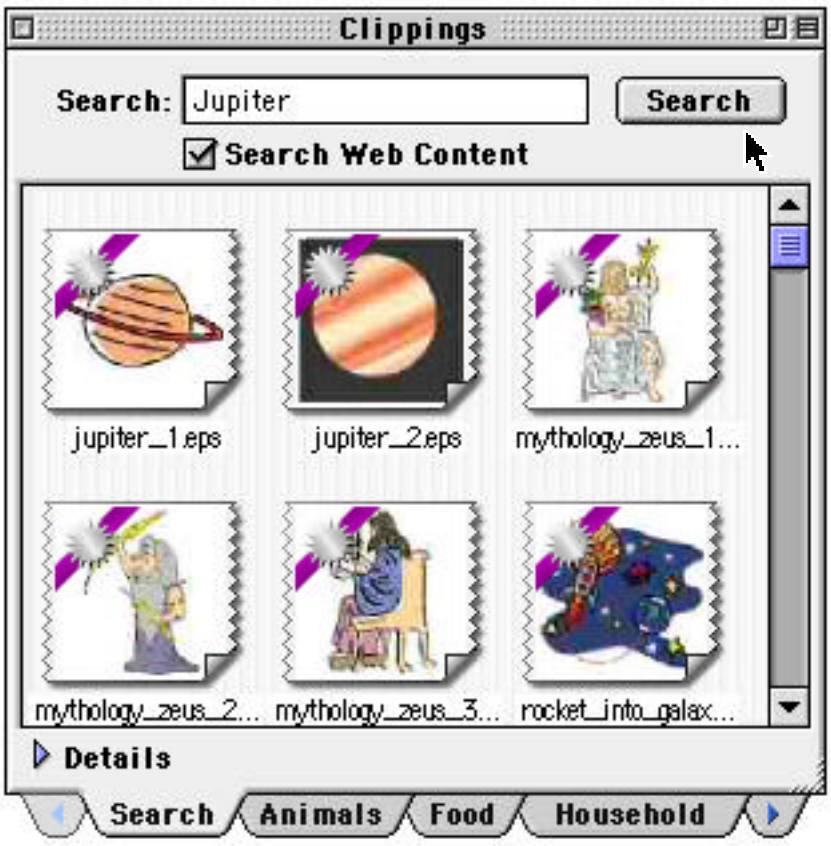
• A new Table creation tool lets you insert customizable tables into other Appleworks documents. This tool features automatically stretching cells - as you type more information into one of the cells, its entire row grows vertically to accommodate the new text.

• You can also shade cells and place pictures, sounds, movies and even other tables inside a cell.

• Cell spacing can be adjusted manually by simply dragging the lines. You are also able to insert and delete rows and columns and redistribute cells evenly using the **Tables** menu.



Clippings (Clip Art)



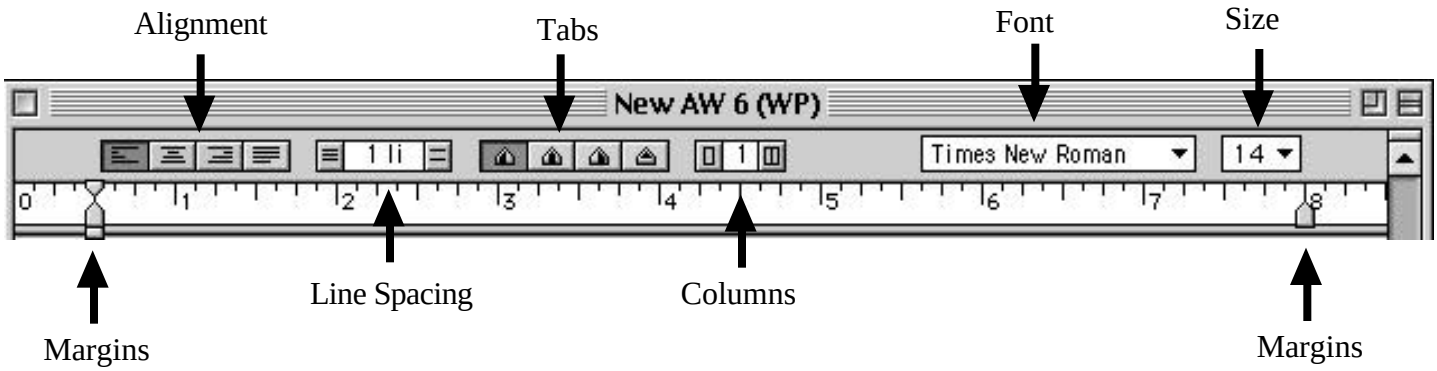
• The Claris libraries have been changed to **Clippings**. You open it by choosing File - Show Clippings. When you open the Clippings window, it appears blank because you start out on the Search page where you can type what you're looking for. The program then downloads samples from Apple's web site.

• AppleWorks comes with over 200 different pieces of clip art in fifteen categories. You can add clippings by simply dragging them to the appropriate tab where the will be converted automatically to thumbnails.

• You can create your own category tab by clicking on the + tab or choosing the Add Tab from the contextual menu that appears when you Control-click on the Clippings window. Be sure to add the tab as *My Computer* to create a new location for you to copy clip art to. *Internet Based* requires a URL. AppleWorks then downloads graphics from the URL and embeds them in the new clippings tab.

• To convert libraries from AppleWorks 5 into Clippings tabs, drag the individual libraries into the Clippings folder. The libraries must be in the Clippings folder itself, not inside one of the category subfolders. (The individual libraries must be inserted, not the libraries folder)

Word Processing Module



• The *Word Processing Module* lets you write and edit text. The best way to format the text is to keyboard it first, then *select* and format it as needed. The **alignment** buttons allow you to align the text to the left, center, right, or both sides of the page. Remember you must highlight *(select)* the text before making any changes.

• The default **Line Spacing** is single, as demonstrated on this page. If you want different spacing, click on the right box to increase the spacing and the left box to decrease.

• The default **Tab** setting is every half inch. To set tabs differently, drag a tab triangle onto the ruler. There are tab triangles for left justify, center justify, right justify, and decimal point justify. To remove a tab setting, drag the tab triangle down off the page.

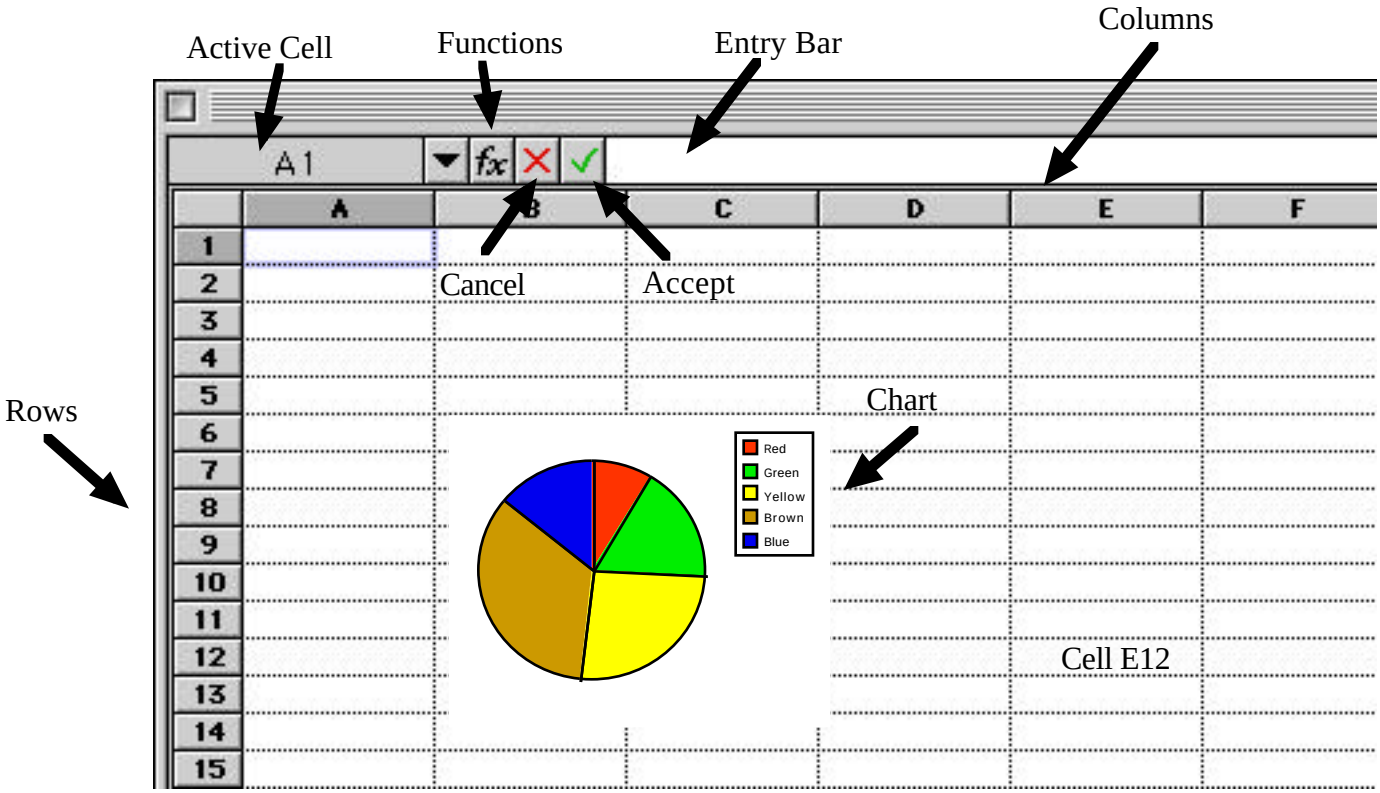
• To set **Columns**, click on the right box for as many columns as desired. The left box decreases the number of columns.

• To change the **Font** or **Size**, click in the box and drag to the new choice. Remember that you must highlight the text before making any changes. Font, Size, Style and Text Color can also be changed using the *Text menu* above.

• **Margins** can be changed using the *Format - Document menu*. You can change the margin on just the line where the cursor is by dragging one of the Margin Triangles along the ruler. The left Margin Triangle is split, letting you set different margins for left alignment and paragraph tab at the same time.

• When adding an object or clippings, select the **Tool Box** below, then choose the Drawing (arrow) Tool. This will allow you to resize and move the object. If you want to zoom in or out on the page (to see the whole page for layout purposes) use the **Zoom Tool** below. The small mountains zoom smaller, the large mountains zoom larger.

Spreadsheet Module



• The **Spreadsheet Module** allows you to organize information in a table, create formulas to perform calculations, and produce charts or graphs.

• Each space in a spreadsheet is called a **cell**. The location of the cell can be identified by its coordinate Column and Row. **Columns** are identified with letters and represent the vertical cells, while **Rows** are identified with numbers and represent the horizontal cells.

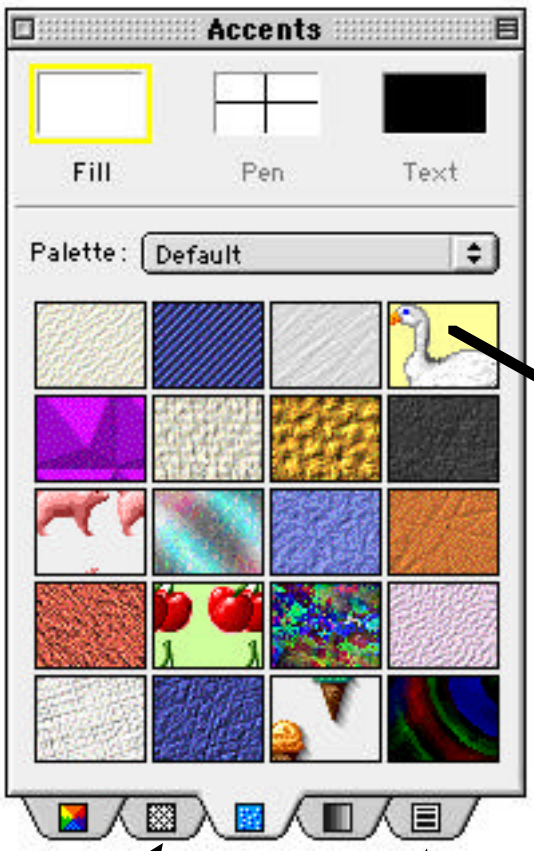
• The **Active Cell** is the current cell selected. Use the **Entry Bar** to type information into this cell. Once the text, formula, or number is entered, use the **Accept** button, *Return key*, or *Tab key* to record the entry. *Return* selects the next row cell, while *Tab* selects the next column cell. The **Cancel** button deletes the contents of the Entry Bar without changing the current contents of the cell.

• A **Function** is a formula that performs some operation. For example SUM(D3...D13) is a Function that adds all of the contents in cells D3 through D13. The answer goes wherever the formula is, so if this formula is placed in cell D14, the total would appear there.

• Once data has been entered, you can create a **Chart** or Graph. Select the cells containing the data, then choose the *Options* - *Make Chart menu*. Follow the on-screen steps to choose the type of chart, titles, labels, etc.

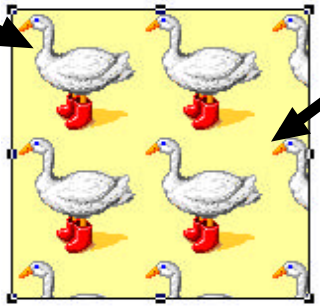
• Cells can be resized using the *Format menu*. You can adjust row height, column width, or add or delete cells as needed. You can also adjust the size, style, and alignment of text entered into each cell.

Drawing Module



The *Drawing Module* is used to create objects using geometric shapes and patterns. The module makes coordinated use of the *Tool Bar* and the *Accents Palette* to create shapes and fill them with colors, patterns, wallpaper, or gradients. *All text on this page is displayed in text boxes*. All text features (size, style, font, etc.) are available in these boxes.

Wallpaper

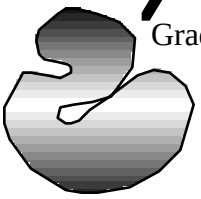


Rectangle

Objects are manipulated using **Handles**. Grabbing a dot allows you to resize the object. Grabbing the object itself allows you to move it. An object must be *selected* (so the handles appear) before it can be changed. Once the object is *selected*, you can change the **Fill** color or pattern (inside the object) or the **Pen** color or pattern (the line around the outside of the object).

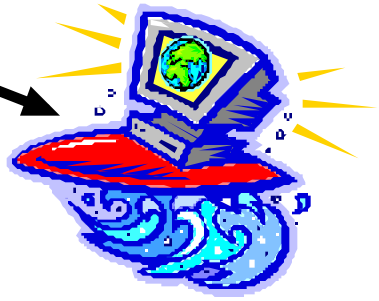
Patterns

Gradients



The **Lines** tab allows you to resize the thickness of lines (and *Pens*) and add arrows. All of the arrows on this page were created using the Lines Palette.

Clippings are also considered objects and can be manipulated using the handles. You cannot apply colors, patterns, or gradients to Clippings, you can only resize and move them.

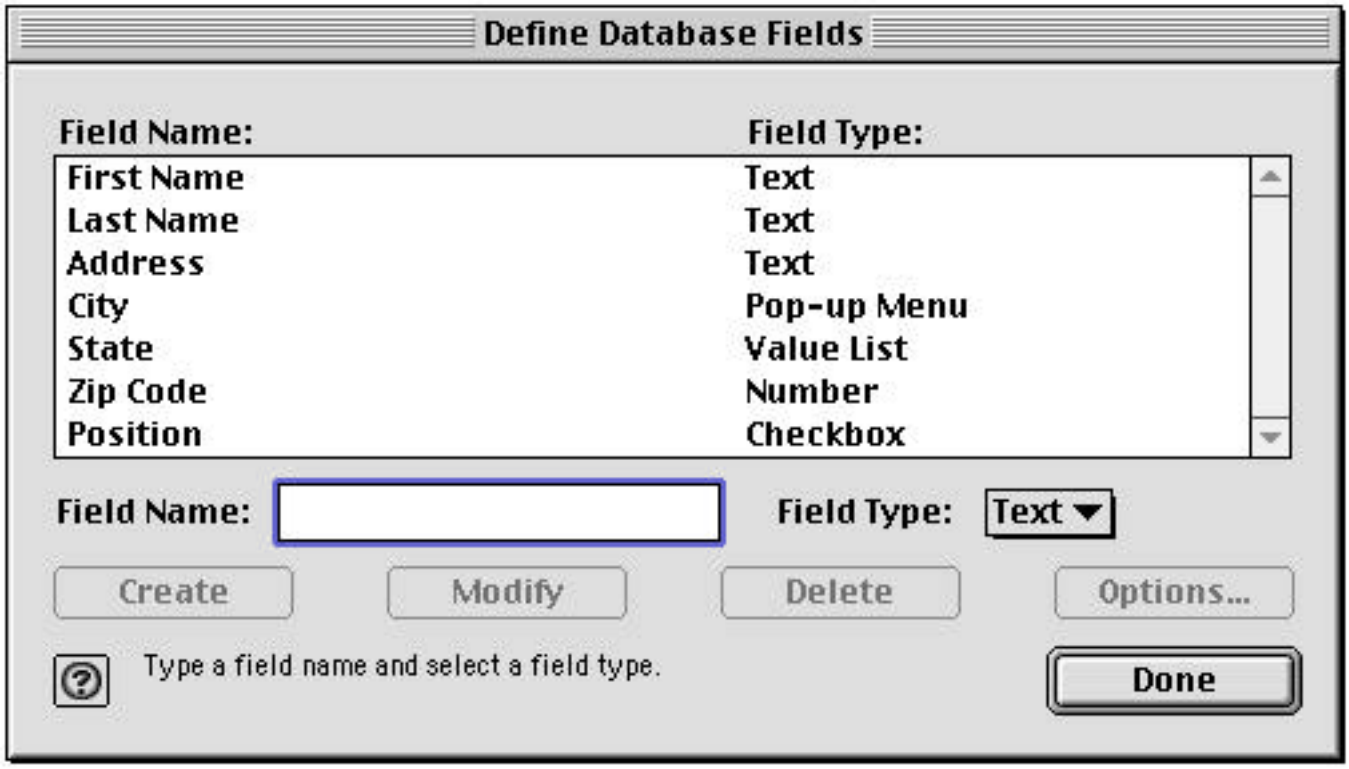


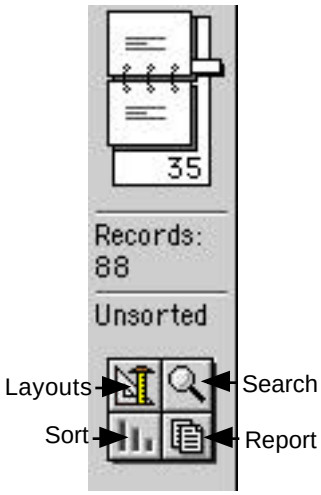
You can "Layer" objects to create 3D effects.

Database Module

• The *Database Module* lets you create simple databases to organize, sort, and display records. Unlike a spreadsheet, database information can be displayed in a variety of formats using the *drawing* tools. A database can be used to create labels, lists, mail merges, or reports.

• The information is entered into **Fields**. Each *Field* is assigned a **Field Type** (Text, Number, Calculation, etc.) depending on the information to be entered into that field. Some *Field Types* (Value List, Pop-up Menu, Checkbox) allow you to enter a list of items the user can choose from, helping with consistent entry of information.





• **Layouts** refer to the ways you want the Fields displayed. Once layouts are created (using standard *Drawing* Tools) **Records** can be entered and browsed.

• You use the "Rolodex" deck to scroll between Records.

• You can use Pull down menus or the tools provided to go to other **Layouts**, **Search** for items in the database, **Sort** the database by Field, or produce a **Report**. The **Report** is a designated Search and Sort using a designated Layout.

• Records ***cannot*** be easily imported and exported, so this module is acceptable for standalone databases *(or Mail Merges with the Word Processing Module)*, but should not be used if you want to move the data to another application.

Presentation Module

• AppleWorks has added a module that offers enhanced slide show features. The slides are specialized *drawing* documents set up as a 4:3 ratio to fit the computer or TV screen.

• To work on a slide, double click on the slide frame in the Controls window. The active slide is blue. To add or delete a slide, simply click on the + or - buttons.

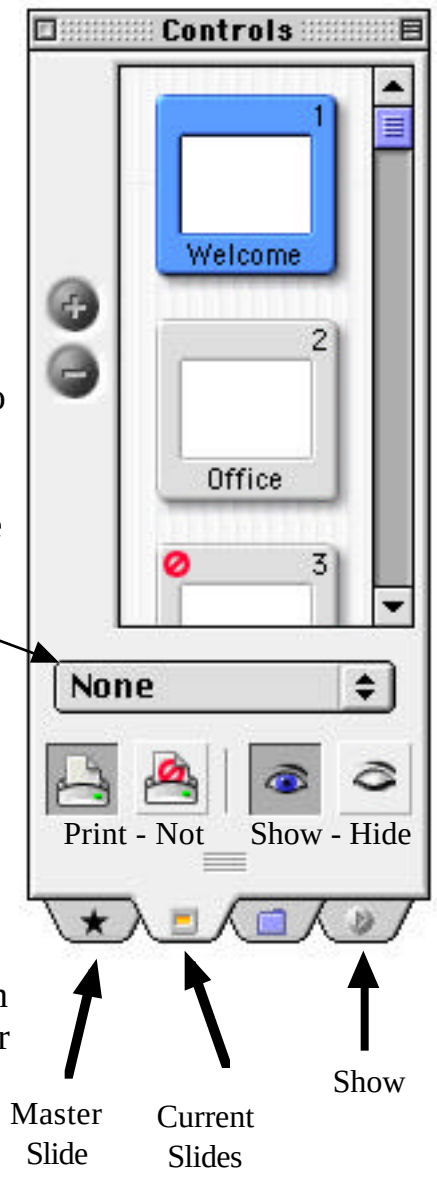
• The **Star** tab allows you to create a **Master Slide** layout that will be duplicated each time you add a new slide. You can choose a background (made with a full screen rectangle moved to the back) and format text for titles and bullet points.

• The module allows you to create a variety of **Transitions** at the beginning of each slide. Simply choose a slide in the controls window and choose a transition from the drop down menu.

• A slide can be created but not included in the show by clicking on the **Hide** (closed eye) button. This allows you to create slides that you *might* use, but won't be included in the show unless you **Show** them. You can also choose to **Print** or **Not Print** a slide when you print examples or notes.

• The Controls window lets you name each slide to easily keep track of where you are in the show. You can run the presentation using the **Show** tab, choosing to advance automatically on a timer or on mouse click.

• The module also includes a **Notes** view that allows you to to add your own notes under each slide. These notes are not seen in normal view or in the presentation but can be printed for the presenter.



Other Features

• **Auto Save** - AppleWorks automatically saves your documents in the background as you work. If your computer should crash while you are working, AppleWorks automatically opens your auto saved documents when you restart. If you haven't saved yet (your file is still untitled) the file is saved in the Auto Save folder in AppleWorks. You can set how often it saves in the Preferences menu.

• **Thesaurus** - The thesaurus now includes dictionary definitions to help locate the appropriate synonym.

• **Links** - AppleWorks provides three kinds of document links. Once you've set up the links, they work just like Web-page links: When you click a word, phrase, button, or picture, you're transported to another part of the same document, to a different document, or to a page on the Web. *Internal* document links provide an easy way to jump to another spot in the same document. *External* document links open other AppleWorks documents on your hard drive. *Internet* links open a Web page in your Web browser.

• **Linked spreadsheets** - spreadsheets now allow active links to other spreadsheets. Making a change in spreadsheet A updates related cells in spreadsheet B.

• **Text enhancements** - *Text* menu includes size, style, font, and color, *Size* now includes larger and smaller, *Style* includes upper and lowercase, *Apple Scripts* include title caps and word caps.

• **File Translators** - With the upgrade to version 6.1.2, the File Translators are back. You can save a document as AppleWorks 4-6, Microsoft Word 97-2001, html, RTF, or simple text.